

**Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Development Standards**

STR Ventures

REZONING APPLICATION NARRATIVE

Project Information

Location:

- 7505 E. Main Street Units A&B (APNS: 130-25-008 and 009)
- 7504 E. First Street (APN: 130-25-010)
- 7510 E. First Street (APN: 130-25-011)

Existing Zoning:

- S-R DO (Service Residential with Downtown Overlay)

Proposed Zoning:

- D/MU-2 DO (Downtown Mixed Use with Downtown Overlay)

Surrounding Zoning:

- North: D/OR-2 (Main Street Place)
- South: S-R
- East: S-R
- West: C-2 (Civic Center Mall)

Project Overview

About the Site

This application is being submitted on behalf of STR Ventures (the "Owner") to request a zone change from the existing S-R DO district to the D/MU-2 DO district. This rezoning will not change the Owner's use of the property, but will simply remove an unusual restriction currently in place. The current S-R DO zoning in the Downtown Overlay (DO) district requires that any residential use on the ground level be limited to a maximum of 35% of the total ground floor. The Owner wishes to be permitted to utilize the entire ground floor without this unusual 35% restriction and therefore seeks this rezoning. The properties are located just east of 75th Street and south of Main Street within walking distance of Scottsdale's Downtown Civic Center. Additionally, the properties were most recently operated as a commercial office and the proposed use is compatible with the surrounding mix of residential and office uses in the area.

We have worked closely with staff on a resolution to this unusual residential ground floor restriction. The surrounding area is a combination of S-R and D/OR-2 zoning districts. The D/OR-2 zoning district has recently been replaced by the D/MU-2 district (Downtown/Mixed Use) which permits use as a travel accommodation

without the unusual 35% ground floor restriction. Rezoning the properties from the S-R district to D/MU-2 district is preferred in this particular area as it allows for a greater variety of uses to activate Scottsdale's walkable Downtown area. For the purposes of this rezoning application, the Property Owner intends to use the entire property as a vacation rental home. To be clear, the existing zoning already permits the use of these properties as a vacation rental home, however this zoning change merely eliminates the unusual 35% ground floor restriction applied to the S-R zoning district within the Downtown Overlay.

About the Property

As mentioned, the properties will be utilized as a vacation rental for one family at a time. Important to note, these properties can already be used as a vacation rental, this change merely removes the unusual ground floor restriction associated with S-R zoning located within the Downtown Overlay. This area is ideal for the proposed use as it is within walking distance to the heart of the City. Located next to Civic Center Mall and near Scottsdale Stadium these vacation rental homes will offer logistical convenience to visitors from all over the country while providing visitors/guests with the comforts of a home versus a cramped hotel room.

About the Owner/Operator

The property owner, STR Ventures, LLC (STR), is also the operator of the proposed short-term rental homes. STR provides premium vacation rentals for every occasion whether traveling for business or pleasure and even offers corporate housing with full feature accommodations and world class concierge service. They have been operating in Arizona since 2005 via various operating companies and investment partnerships including Vineyard Services, LLC, Home Yield, LLC, and Colony American Homes, LLC which is a large national property manager. They have an impeccable reputation which speaks volumes to their commitment to not only their guests but to their communities. They pride themselves on being good neighbors and each property is equipped with the most state of the art "Smart Sound" technology. Smart Sound alerts the Management staff when the volume either inside or outside the property exceeds normal decibels. The visitor or guest is delivered a "warning" via email or text. If the volume continues to exceed ample levels, the guest/visitor will be fined. This Smart Sound technology has proven extremely effective in keeping noise at an ambient level. We also have cameras in the front and rear of our homes. Additionally, we have security patrols which drive around to our properties to manage any issues when our normal 12 person local staff needs additional assistance.

Unlike individually owned vacation rentals or homeowners that rent out their primary homes only on occasion, STR professionally manages all their properties. Professionally managed rental properties avoid many of the problems associated with the homeowner or one-off rental owner since those owners do not typically

have the technology or staff to insure their properties are well managed and policed.

Compliance with Downtown and Old Town Character Area Plan

This rezoning request fully complies with the Downtown and Old Town Character Area Plan as it brings visitors/guests to the heart of Scottsdale and activates the area with pedestrians/patrons.

The Downtown Overlay (DO) designation was adopted to promote the goals and policies of the Downtown area and provide increased intensities to revitalize Downtown area properties. This area was once, many years ago, a residential neighborhood; however, throughout the years, it has been transforming from residential to office type uses. The DO encourages urban designs and stimulates sustainable live/work lifestyles within a vital urban environment. The proposed use will most definitely activate this area with tourists and out of town guests interested in exploring all of the wonderful arts, museums, restaurants and retail establishments within the city's core.

Old Town Character Area Plan GOAL LU 2

Encourage the development of Old Town as a collection of mixed land uses and districts.

Policy LU 2.3 – Encourage new development, redevelopment and infill projects that strengthens Old Town Scottsdale's mix of activities through the development of mutually supportive land uses with Downtown Multiple Uses areas.

The Property Owner is investing substantial sums to fix up the property and improve the aesthetic of this property in such a key location. The proposed use will bring tourists/guests within walking distance to the elaborate mix of retail, entertainment, cultural, theatrical and sports establishments in the Downtown area.

Old Town Character Area Plan GOAL CD 1

Strengthen and enhance the Old Town District Character with contextually compatible development

Policy CD1.5 – Maintain the pedestrian oriented small town character and human scale in the Downtown Core. Incorporate similar elements of pedestrian character and scale at street level in all downtown districts.

As mentioned, the purpose of the proposed use is to bring visitors/guests to the Downtown area for extended periods of time and activate this older

area just east of Civic Center Mall. Visitors will be in walking distance to a plethora of entertainment and eatery options.

Old Town Character Area Plan GOAL M 2

Create complete, comfortable, and attractive pedestrian circulation systems

Policy M 2.2 – Encourage pedestrian oriented design that includes pedestrian comfort amenities such as trees, shade, seating, shelter, wayfinding, lighting, to encourage strolling, lingering and promenading especially in areas where there is high concentration of pedestrian activity.

These properties are currently unmaintained and in desperate need of improvements. All the landscaping planned will be inviting and welcoming in order for visitors to feel comfortable outdoors no matter what time of year. Again, these properties are all within walking distance to Civic Center Mall which will inspire visitors to embark on morning and evening strolls to the many fine dining opportunities in the immediate area.

Old Town Character Area Plan GOAL EV 1

Support Old Town's Prominent Economic Role as a Hub for Arts, Culture, Retailing, Dining, Entertainment, Tourism, Events, And Employment

Policy EV 1.2 – Promote downtown as an environment attractive to both leisure visitors and skilled workforce.

Policy EV 1.3 – Attract tourism-supporting land uses, activities and special events to reinforce Old Town as a robust tourism destination.

The proposed use definitely supports the tourism goals outlined in the Character Area Plan as it is intended to be used for travel accommodations bringing out of state visitors, in state guests and professionals into the heart of Scottsdale.

Conclusion

The requested rezoning and intended use of the property supports the City of Scottsdale's desire to create a vital, viable and desirable residential setting situated near entertainment, shopping, employment and healthcare. Additionally, this request will provide tourists and visitors alike the opportunity to vacation (or "staycation") in the heart of Scottsdale within walking distance to great restaurants, art galleries, old west museums, parks and much more while enjoying the comforts of a home rather than a hotel room.

Development Application



Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Land Divisions
<input checked="" type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Subdivision (PP)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Subdivision (Minor) (MD)
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Wash Modification (WM)	<input type="checkbox"/> Land Assemblage
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Historic Property (HP)	Other
<input type="checkbox"/> Development Agreement (DA)	Wireless Communication Facilities	<input type="checkbox"/> Annexation/De-annexation (AN)
Exceptions to the Zoning Ordinance	<input type="checkbox"/> Small Wireless Facilities (SW)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Minor Amendment (MN)	<input type="checkbox"/> Type 2 WCF DR Review Minor (SA)	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	Signs	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance/Accommodation/Appeal (BA)	<input type="checkbox"/> Master Sign Program (MS)	Other Application Type Not Listed
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Community Sign District (MS)	<input type="checkbox"/> Other: _____

Project Name: STR Ventures Rezoning (Main and 1st Street)

Property's Address: 7504 E. 1st Street - 7510 E. 1st Street - 7505 E. Main Street

Property's Current Zoning District Designation: S-R DO

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

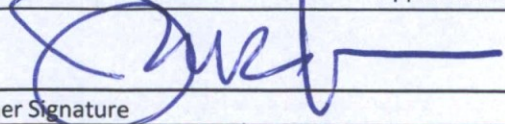
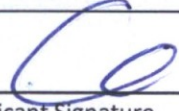
Owner: Jay McKee	Agent/Applicant: Court S. Rich
Company: STR Ventures	Company: Rose Law Group pc
Address: 4021 N 75th Street, #104 Scottsdale, AZ 85251	Address: 7144 E. Stetson Dr, #300 Scottsdale, AZ 85251
Phone: _____ Fax: _____	Phone: 480-505-3937 Fax: _____
E-mail: crich@roselawgroup.com	E-mail: crich@roselawgroup.com
Designer: _____	Engineer: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: crich@roselawgroup.com	E-mail: _____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.

☒ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

 Owner Signature	 Agent/Applicant Signature
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Official Use Only

Submittal Date: _____

Development Application No.: _____

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Development Application

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27-ZN-2018
12/28/2018

Development Application

Review Methodologies



Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

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Development Application

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 663-PA- 2018

Project Name: STR Ventures

Project Address: 7504 E. 1st Street - 7510 E. 1st Street - 7505 E. Main Street

STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: _____

Print Name

JAY MCKEE

Signature

City Use Only:

Submittal Date: _____ Case number: _____

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Rezoning

Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>2,265</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application (form provided) Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeal of Required Dedications, Exactions, or Zoning Regulations (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B. (requirements form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – ② copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections (form provided)
		12. Addressing Requirements (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Draft Development Agreement <ul style="list-style-type: none"> 8-1/2" x 11" – ③ copies Must adhere to the Maricopa County Recorder requirements
		14. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Public Participation: (see Attachment A) <ul style="list-style-type: none"> If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.
		16. Request for Neighborhood Group/Homeowners Association (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> Affidavit of Posting for Project Under Consideration Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing. Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. School District Notification – (form provided) Required for all applications that include residential uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Survey and Report - (3) copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - (3) copies <input type="checkbox"/> Copies of Previous Archeological Research - (1) copy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.						
		22. Plan & Report Requirements For Development Applications Checklist (form provided)						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Development Plan						
		<table border="1"> <thead> <tr> <th>Req'd</th><th>Rec'd</th><th></th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td> a. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – (4) copies <input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> goals and policies/approaches of the General Plan goals and polices of the applicable Character Area Plan architectural character, including environmental response, design principles, site development character, and landscape character <input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc) <input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards, <input type="checkbox"/> bonus provisions and justifications, <input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or <input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan) </td></tr> </tbody> </table>	Req'd	Rec'd		<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – (4) copies <input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> goals and policies/approaches of the General Plan goals and polices of the applicable Character Area Plan architectural character, including environmental response, design principles, site development character, and landscape character <input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc) <input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards, <input type="checkbox"/> bonus provisions and justifications, <input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or <input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – (4) copies <input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> goals and policies/approaches of the General Plan goals and polices of the applicable Character Area Plan architectural character, including environmental response, design principles, site development character, and landscape character <input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc) <input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards, <input type="checkbox"/> bonus provisions and justifications, <input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or <input type="checkbox"/> Historic Property – existing or potential historic property. <ul style="list-style-type: none"> (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan) 						

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>b. Legislative draft of the proposed development standards, or amended development standards (form provided)</p> <ul style="list-style-type: none"> • 8 ½" x 11" – ③ copies <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>c. Legislative draft of the list of Land Uses, if proposed (PBD, SC)</p> <ul style="list-style-type: none"> • 8 ½" x 11" – ② copies <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>d. A dimensioned plan indicating the proposed boundaries of the application</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>e. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – ② color copies, <u>folded</u> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>f. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ①⑥ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>g. Subdivision Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ①⑥ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>h. Open Space Plan (Site Plan Worksheet) (example provided)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>i. Site Cross Sections</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>j. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>k. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>l. Phasing Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ③ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>m. Landscape Plan</p> <ul style="list-style-type: none"> • All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>n. Hardscape Plan</p> <ul style="list-style-type: none"> • All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u> • 11" x 17" – ① copy, <u>folded</u>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>o. Transitions Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>p. Parking Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>q. Parking Master Plan</p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ② copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>r. Pedestrian and Vehicular Circulation Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ③ copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>s. Elevations</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies <u>folded</u> black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) • 24" x 36" – ② color copies, <u>folded</u> • 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) • 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) • 8 ½" x 11" – ① color copy, (quality suitable for reproduction) • 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>t. Elevations Worksheet(s)</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>u. Perspectives</p> <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	v. Floor Plans <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	w. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	x. Roof Plan Worksheet(s) <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	y. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
<input type="checkbox"/>	<input type="checkbox"/>	z. Solar Analysis The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m. Required for all Development applications to rezone to Planned Unit Development (PUD). <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	aa. Exterior Lighting Site Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	bb. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	cc. Cultural Improvement Program Plan <ul style="list-style-type: none"> _____ Conceptual design <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) _____ Narrative explanation of the methodology to comply with the requirement/contribution.

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	dd. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ee. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ff. Conceptual Signage Plan <ul style="list-style-type: none"> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	gg. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy (CD/DVD – PDF Format) </div>

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/> <input type="checkbox"/>		<p>24. Development Plan Booklets</p> <ul style="list-style-type: none"> • 11" x 17" – ③ copies (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) • 8 ½" x 11" – ③ copies on archival (acid free) paper: this is a delayed submittal that is to be made after the Planning Commission recommendation. <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application Narrative <input type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards <input type="checkbox"/> Legislative draft of the proposed List of Land Uses <input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application <input type="checkbox"/> Context Aerial with the proposed Site Plan superimposed <input type="checkbox"/> Site Plan <input type="checkbox"/> Subdivision Plan <input type="checkbox"/> Open Space Plan <input type="checkbox"/> Phasing Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Hardscape Plan <input type="checkbox"/> Transitions Plan <input type="checkbox"/> Parking Plan <input type="checkbox"/> Pedestrian and Vehicular Circulation Plan <input type="checkbox"/> Conceptual Elevations <input type="checkbox"/> Conceptual Perspectives <input type="checkbox"/> Electronic Massing Model <input type="checkbox"/> Solar Analysis <input type="checkbox"/> Exterior Lighting Plan <input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting <input type="checkbox"/> Cultural Amenities Plan <input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control) <input type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <input type="checkbox"/> Master Thematic Architectural Character Plan <input type="checkbox"/> Conceptual Signage Plan <input type="checkbox"/> Other: <hr/> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
<input checked="" type="checkbox"/> <input type="checkbox"/>		<p>25. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>

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Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>26. Preliminary Drainage Report</p> <p>See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>27. Preliminary Grading and Drainage Plan</p> <p>See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for the plan. The preliminary grading and drainage plan may be included as part of the preliminary drainage report.</p> <ul style="list-style-type: none"> • Hardcopy - 24" x 36" - ① copy of the Preliminary Grading and Drainage plan. • Digital - ① copy of the Preliminary Grading and Drainage Plan (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>28. Master Drainage Plan</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>29. Preliminary Basis of Design Report for Water</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>30. Preliminary Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>31. Master Plan for Water</p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>32. Master Plan and Design Report for Wastewater</p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>33. Transportation Impact & Mitigation Analysis (TIMA)</p> <p>Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <p><input type="checkbox"/> Category 1 Study</p> <p><input type="checkbox"/> Category 2 Study</p> <p><input type="checkbox"/> Category 3 Study</p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis Water including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>34. Native Plant Submittal Requirements: (form provided)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>35. Environmental Features Map</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>36. Other:</p> <hr/> <hr/> <hr/>

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Rezoning Development Application Checklist

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

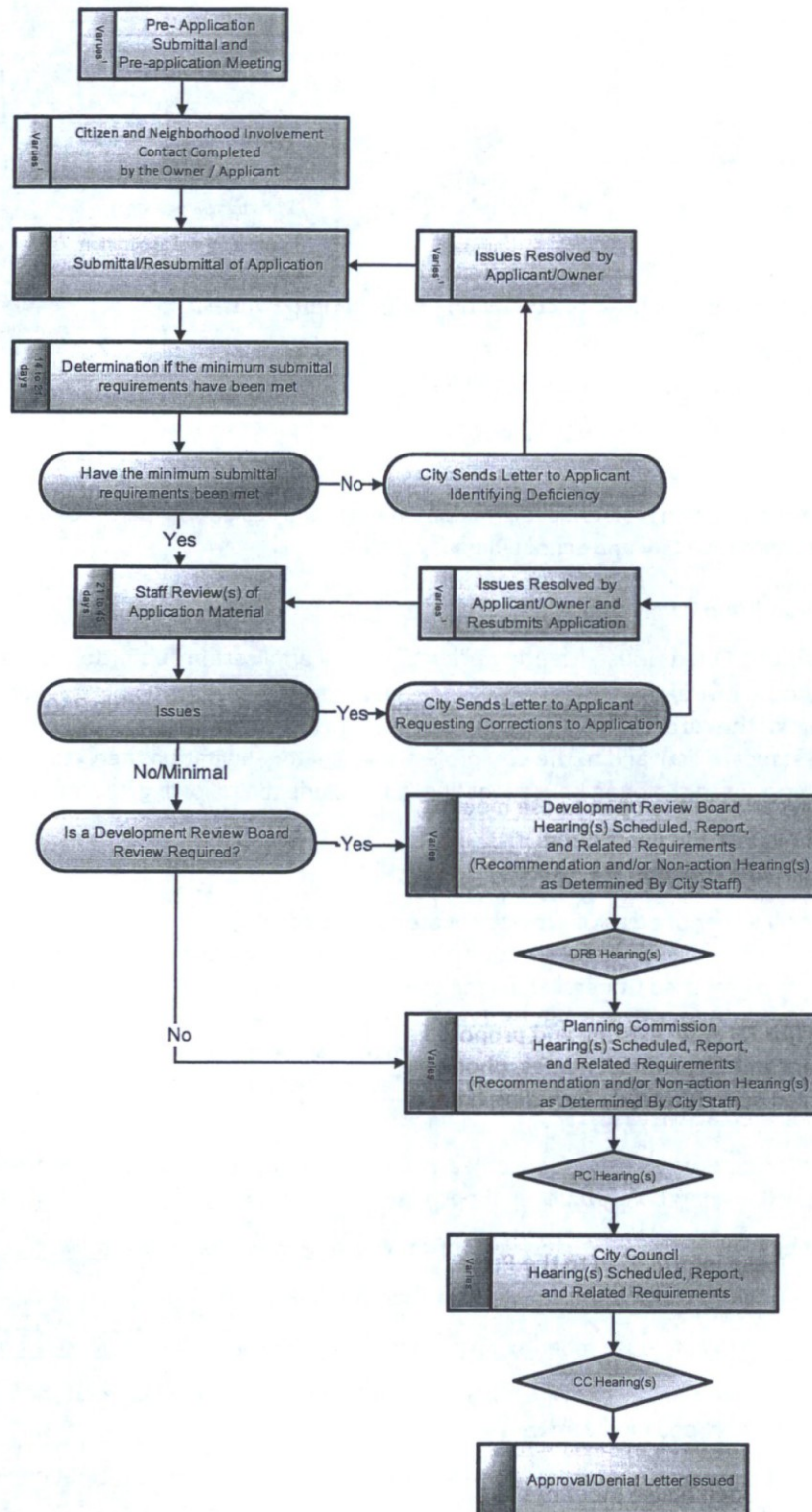
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>643</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input checked="" type="checkbox"/>		<p>41. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>DORIS MCCARTY</u> Phone Number: <u>480-312-4214</u></p> <p>Coordinator email: <u>DMccarty</u> @scottsdaleaz.gov Date: <u>8/27/18</u></p> <p>Coordinator Signature: <u>Cari McCarty</u></p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application needs a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/planning-development/forms</p> <p>Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>

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Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP), Infill Incentive (II), & Zoning District Map Amendment (ZN)



Note:

1. Time period determined by owner/applicant.

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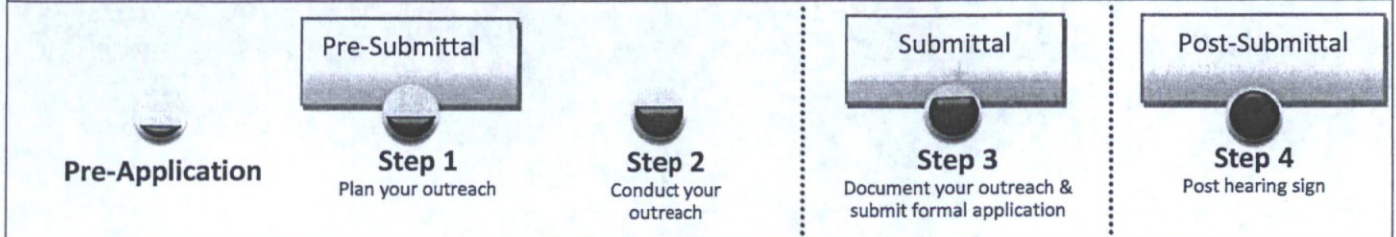
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Public Participation

-Non-major General Plan Amendment (GP)
-Rezoning (ZN)
-Infill Incentive (II)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.



Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

Step 2: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750' of the property that is the subject of the rezoning or non-major General Plan amendment, to the City's interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of acres of project, square footage of lot)
 - Existing General Plan land use designation graphic for zoning cases
 - Existing and Proposed General Plan land use designations for non-major GP cases
 - Zoning (for ZN case: existing and proposed graphics)
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holding the Open House meeting on holidays, weekends, and during working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement

Public Participation

-Non-major General Plan Amendment (GP)
-Rezoning (ZN)
-Infill Incentive (II)



Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal

The Report shall include:

- A. Details of the methods used to involve the public including:
 1. A map showing the number of and where notified neighbors are located
 2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
 3. The dates contacted, how they were contacted, and the number of times contacted
 4. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
 5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
 6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
 7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
 1. The substance of the comments
 2. The method by which the applicant has addressed or intends to address the comments identified during the process

Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo

City will conduct additional public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Interested Parties List